



MEMORANDUM

TO: Indiana School Counselors & Principals
FROM: Office of Student Services
SUBJECT: Diploma Seals
DATE: February 3, 2016

Each year, Indiana accredited high schools are asked to submit the total number of students who are expected to graduate with a Core 40, Core 40 with Academic Honors and Core 40 with Technical Honors Diploma. The Indiana Department of Education uses this information to provide diploma seals and congratulatory letters to schools for each recipient.

Ordering Diploma Materials for the 2015-16 School Year

- Online Order Form

Submit your school's number of graduates online at <http://www.doe.in.gov/diplomadata> by Friday, March 25, 2016.

- Schools must enter the total number of students expected to be eligible for each diploma:
 - Core 40 (only) – Students who do not qualify for an Honors diploma
 - Core 40 with Academic Honors
 - Core 40 with Technical Honors
- Estimates for each diploma type should be based on the greatest possible number of eligible recipients. **Reshipments will not be made if the order is incorrect.**
- Please print and save a copy of your completed online order form (email) as your confirmation.
- Diploma Seals
 - Core 40, Core 40 with Academic Honors, and Core 40 with Technical Honors seals will be sent to Indiana accredited schools (who use the order form mentioned above) by the first week of May.
Please note that if you misplace your seals, we will not re-send orders. In addition, we will not be able to accept orders after the seals have been printed.
 - Schools that would prefer to receive electronic images of the seals in the future instead of the actual seals may indicate this preference on the online order form. Check with the local printer of your diplomas to determine if this option is available. Please note that we are considering the use of electronic seals in place of the sticker seals for the 2016-17 school year. This would include printing seals on the diplomas through your chosen print service. If

Indiana Department of Education

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this is the chosen method for next year, information will be shared with the field as it becomes available.

- Diploma Letters
 - Congratulatory letters from Superintendent Glenda Ritz will be available later this spring for downloading and printing at <https://dc.doe.state.in.us/DOEOnline/Login.aspx>.
 - To access this URL, you will need your school's Corp # and User id.
 - To obtain your school's Corp # and User id, you will need to contact your school's Superintendent's Office. Letters will not be sent to schools.
 - Letters will be available for the Core 40 with Technical Honors and Core 40 with Academic Honors diplomas only.

Please direct questions to Audra Hacker at ahacker@doe.in.gov or 317-232-9111.